

INTENT TO VACATE

DATE SUBMITTED:

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ SSN: \_\_\_\_\_

ADDRESS TO BE VACATED: \_\_\_\_\_ # OF BEDROOMS: \_\_\_\_\_

CURRENT UNIT: \_\_\_\_\_ WORK EXT: \_\_\_\_\_

DETACHMENT DATE (PER ORDERS): \_\_\_\_\_

REASON FOR VACATING QUARTERS: \_\_\_\_\_

NEW MILITARY ADDRESS: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

I understand that my quarters and the grounds surrounding them must be clean, free of trash and personal property, prior to my final inspection.

I further understand that my BAQ and VHA will be withheld until I pass my final inspection. The final inspection date **can not** be changed if it results in the quarters being vacant, or will inconvenience the new occupants. The final inspection date will be changed only in case of an emergency.

I have been advised to contact the Traffic Management Office to make arrangements for shipment of my household goods.

\_\_\_\_\_  
Signature Date

I authorize employees of Family Housing to release my home phone number to prospective incoming occupants.

\_\_\_\_\_  
Signature/Date/Phone Number

I do not authorize employees of Family Housing to release my home phone number to prospective incoming occupants.

\_\_\_\_\_  
Signature/Date

PREVACATE INSPECTION: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

FINAL INSPECTION: \_\_\_\_\_